

We here at **CMA** are honored that you have chosen to entrust your precious children to us during these challenging and uncertain times. In order to continue offering our community such high-level care as safely as possible, **CMA** has implemented some new policies and procedures as laid out by the CDC in response to the COVID-19 pandemic, which go over and above the guidelines we have long followed regarding illness and cleanliness.

Please note that, as a direct result of these new standards and practices surrounding social distancing in a childcare environment as ordered by the CDC, **CMA** will be operating at 1/3rd of its licensed capacity until further notice. **CMA** will not be able to provide any part-time care at this time due to the reduced capacity, for which we apologize.

We understand just how stressful so many parts of your life are these days, which is why we are asking all parents, caregivers, and children to strictly adhere to these policies voluntarily. We encourage cheerful adoption of these procedures so that everybody can have just a little less to worry about for the foreseeable future!

### **In the Event of Sickness**

- ❑ If your child develops a fever of 100.4°F or higher while at **CMA** they will be sent home and must stay out for no less than 3 days. Your child must be completely free of fever without the use of fever-reducing medicine(s). If your child or anyone else in your household is sick in any way (e.g. is coughing or having trouble breathing), please **do not** bring your child to school.

### **Face Coverings**

- ❑ The adult dropping off or picking up will be required to wear a mask **at all times** while on-site at **CMA**.
- ❑ Teachers will not be required to wear a mask in their classroom with the children. If a teacher leaves their classroom and enters another classroom they will be required to put on a mask. The children are not required to wear a mask and we do not want them to wear one while at the school: the wearing of masks in the classroom will hinder the communication between the teacher and the children.

### **Revised Drop-Off and Pick-Up Procedures**

- ❑ We ask that **only one adult** accompany your child(ren) into the facility for drop-off and pick-up.

- ❑ If possible, older people (such as grandparents) and those with serious underlying medical conditions **should not** pick up or drop off children because they are more at risk for severe illness from COVID-19.
- ❑ You will enter only at the main door of **CMA** and exit only at the other end of the building. **The adult dropping off or picking up will be required to wear a mask at all times while on-site at CMA.**
- ❑ Upon entering **CMA**, temperatures of the child(ren) and adult will be taken. A temperature of 100.4°F or higher will result in the **child not being able to stay** at **CMA** for the day or to return for **3 days**.
- ❑ There will be styluses for signing the children in and out on the tablets; a **stylus must be used** to touch the tablets. There is a container for clean styluses and one for used styluses that need to be sanitized. **Apply hand sanitizer before** picking up a stylus; when you are finished using the stylus, please drop it in the appropriate container to be sanitized. There is hand sanitizer located at each of the tablets.
- ❑ Take your child to their classroom but **do not enter** the classroom: drop off will now be at the door so as to limit the amount of exposure to the classroom environment.
- ❑ All of the child(ren)'s belongings **must** be left outside of the classroom (either in their cubby or on top of the cubbies).
- ❑ To **exit the building**, please follow the arrows on the floor to the one and only exit door. You will not be able to re-enter through the exit door; it will automatically lock upon closing.

### **Social Distancing**

- ❑ While inside the building and on-site at CMA, please do your best to **practice social distancing** from other parents and teachers as much as possible: outside the building in an open area would be a better environment to chat and catch up with other parents.
- ❑ Hallway traffic patterns will be modified to minimize face-to-face interaction.
- ❑ Extra furniture and clutter will be eliminated to allow for greater social distancing.

### **Cleanliness**

- ❑ We will regularly reiterate the importance of handwashing with soap for 20 seconds and/or hand sanitizer use.

- ❑ We will gently and respectfully remind all children to **wash their hands**, if and when necessary.
- ❑ **All classrooms** will have hand sanitizer, cleaning and disinfection supplies for staff, paper towels, and tissue.
- ❑ All materials in the classrooms will be sanitized after each work session.
- ❑ The playground will also be sanitized after each group of children leave and before each group goes out.
- ❑ All bathrooms and common areas (such as the hallways) **will be sanitized on an ongoing basis throughout the day and according to a schedule**. This will include doorknobs, toilet handles, sink faucets and countertops, desks, tables, chairs, light switches, railings, water fountains, etc.

### **Revised Food Handling Procedures**

- ❑ Please **do not enter** the kitchen area to put anything in the refrigerator.
- ❑ All food and drinks (with the exception of breakfast) **must be in a lunchbox or similar bag with freezer packs to keep things chilled**. If your child is having breakfast at CMA, please put it in a separate lunchbox or bag that can be given to your child's teacher when they are dropped off.
- ❑ You **will not be able** to accompany your child into the classroom to get them settled with their breakfast.
- ❑ Your child(ren)'s water bottle must go home nightly to be cleaned and returned the following day.
- ❑ Limit the amount of use of water fountains that are not fill stations; students and staff **will be strongly encouraged** to bring water from home or use individual disposable water bottles.

### **Medication(s) Procedure**

- ❑ If you need to drop off medication for your child, you **must** leave it on the front desk or with the person at the front desk.
- ❑ All medication **must** be labeled with the child(ren)'s name. Additionally, the medication form must be filled out and accompanying.

- ❑ **Do not give medication** directly to the classroom teacher.

If you have any comments, questions, or concerns regarding these guidelines, please do not hesitate to contact us via email at [info@cma-titusville.com](mailto:info@cma-titusville.com) or call us at 321-264-9900.

Thank you!